

Vacancy Announcement

DEPARTMENT OF AGRICULTURE (USDA) FOREST SERVICE

Vacancy Announcement Number: AR-075-03G

Opening Date: 05-07-03

Closing Date: 06-03-03

Position: Interdisciplinary (Recreation, Wilderness and Winter Sports Program Administrator)

GS-401/460/807-11

Salary: \$47,110 - \$61,248 per annum

Promotion Potential: None

Duty Location: Granby, CO

This position is with the Arapaho/Roosevelt National Forests and Pawnee National Grassland, Sulphur Ranger District, Granby, Colorado. It is an interdisciplinary position and will be filled in the 401, 460 or 807 series depending upon the qualifications of the individual selected.

Selectee will be subject to the completion of a one-year supervisory probationary period unless prior service is creditable.

WHO MAY APPLY:

Applications will be accepted from: THIS POSITION IS BEING ADVERTISED UNDER THE FOREST SERVICE MERIT PROMOTION PROGRAM.

The area of consideration for this position is Government-Wide.

Current government employees having competitive status who now or have previously held for 1 year or more a position at the next lower grade may apply.

Former government employees with reinstatement eligibility may apply.

Persons under the persons with disabilities, Peace Corps, and VISTA special hiring authorities may apply. The applicant must provide proof or certification of eligibility.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three years of continuous active service, or disabled veterans with a 30% disability may apply.

Applicants will be considered if qualification requirements will be met within 60 days of the closing date of the announcement.

Applicants covered by the USDA Career Transition Assistance Program or Intergovernmental Career Transition Assistance Program may apply and will be given priority consideration if determined to be in the quality group as defined under the Method of Evaluation.

MAJOR DUTIES:

The incumbent will administer the District's Winter Sports Program, which consists of complex special use permits for the Winter Park Resort Ski Area. Duties will include independently establishing ski area monitoring programs to insure compliance with special use permit, master development plan and operation plan; receiving and making recommendations on special use and other land use applications associated with the ski area; administering a complex recreation resource including cultural resources, interpretive services, visual management, wilderness, developed sites, dispersed recreation and travel management, and exercising the full range of supervisory duties for three or more subordinates at various grade levels by assigning, directing and reviewing work.

QUALIFICATIONS REQUIRED:

Applicants must meet qualification requirements specified in the Office of Personnel Management's Qualification Standards Handbook. This handbook can be found in any Federal government Human Resources office or at www.opm.gov/qualifications

In addition to the basic requirements, applicants must have one year of specialized experience equivalent to at least the GS-9 level in order to qualify for GS-11.

Specialized experience is that which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Credit will be given for the percentage of time that applicants have spent in positions that had duties related to this position. If your position involved mixed duties, where only a portion of your work experience would be creditable for this position, please provide percentages of time spent on duties related to this position. Evaluation will be based solely upon information submitted in the application package.

Time in grade restrictions must be met by the closing date of this announcement.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills and abilities (KSAs) below. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

BASIS OF RATING:

Applications will be evaluated on the basis of information provided (experience, education, training and awards). Applicants that meet the minimum qualification requirements will be further rated on their demonstrated knowledge, skills and abilities (KSAs).

1. Knowledge of the principles, practices and concepts of professional forest land management and recreation OR of landscape architecture, architecture or engineering OR of one of the biological sciences sufficient to perform the full range of recreation administration and operation duties including winter sports, developed sites, dispersed recreation, recreation special uses, trails and Wilderness management.
2. Knowledge of recreation planning including application of NEPA in order to effectively plan and implement a wide variety of recreation projects and programs to achieve Forest and District objectives, including developed and dispersed site planning, recreation capacity analysis and recreation special uses.
3. Skill in development, execution and administration of annual work plans and budgets for a diverse recreation program that includes alternative sources of funding such as grants and agreements and partnerships; recreation data collection and management including deferred maintenance inventories, infra and SUDS data base management.
4. Skill in dealing with individuals and groups, both within and outside of the organization, to gain acceptance of controversial programs and to develop partnerships and volunteers to further program goals.
5. Knowledge of management and supervisory theories and techniques sufficient to successfully manage the recreation workload and workforce.

PAY, BENEFITS AND WORK SCHEDULE:

This is a permanent appointment. Upon completing any required probationary period, this will be a career appointment. Selectee will be eligible for health and life insurance,

annual (vacation) and sick leave and will be covered under the appropriate Federal retirement system.

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

CONDITIONS OF EMPLOYMENT:

Occasional travel may be required.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.

OTHER INFORMATION:

This position is not covered by a bargaining unit.

There are no Forest Service affiliated day care centers available.

Government housing may be available.

Any new hires selected for this position will be required to complete an Immigration and Naturalization Service I-9 Form.

Please allow 20 working days after the closing date of this announcement before you inquire on the status of your application. You may verify receipt of your application by enclosing a self-addressed post card.

Selected applicant will be contacted by our Human Resources office regarding job offers. Applicants who are not selected will receive written notification.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, both a DD-214 and SF-15 must be submitted.

HOW TO APPLY:

ALL APPLICATION DOCUMENTS MUST BE POSTMARKED BY THE CLOSING DATE IN ORDER TO BE CONSIDERED. Faxed or emailed applications MUST be received by the closing date of the announcement.

The following information MUST be submitted to evaluate applicant qualifications and to determine if the applicant meets legal requirements for this position. Failure to submit all required documents and information requested may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

(1) AD-779, Biographical Sketch,
OR

(2) Form OF-612, Optional Application for Federal Employment,
OR

(3) Resume. Resumes must include the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number, veteran's preference, and social security number. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the vacancy announcement.

AND

(4) Original or copy of college transcripts if basing qualifications on education. Credit for education will NOT be given unless copies of transcripts are included in the application package.

(5) Copy of current performance appraisal.

(6) Written response to each Knowledge, Skills and Abilities statement, if any listed in this announcement.

(7) : Submit a copy of the most recent SF-50 noting current position, grade level, and duty location.

(8) CTAP/ICTAP Eligibles Only: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements for CTAP or ICTAP. This includes a copy of the agency notice, a copy of the most recent performance rating, and a copy of the most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

The required forms may be obtained at any Forest Service Human Resources Office. Forms can also be found at the Office of Personnel Management web site, www.opm.gov/forms/index.htm

When preparing your application, be sure to describe any experience you might have which is directly related to the duties of this position. It is recommended that applicants submit a separate narrative for each rating criteria listed. Applicants should provide

sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards and/or evaluation criteria as appropriate.

Please do not submit your application package in a notebook or binder with extraneous information.

Incomplete, illegible, inaccurate, or unsigned forms may result in your not being considered for this position. Please fill out the application carefully and be sure to sign and return the forms within the assigned timeframe. It is the sole responsibility of the applicant to ensure the timely receipt of the application regardless of the submission method used. Late applications will not be considered. The Forest Service assumes no responsibility for late delivery of applications.

Submit e-mail applications to ppoplett@fs.fed.us. Submit faxed applications to (970) 498-1261, with the vacancy announcement number on the cover. Subject line for e-mail must contain the announcement number. Applicants are responsible for ensuring that files can be launched and printed through our e-mail system. The file should also be compatible with Lotus Notes and Microsoft Word.

Use of postage paid government envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in postage paid government envelopes will NOT be considered.

If applying for more than one announcement, an individual application must be submitted for each announcement. Failure to do so may result in your not being considered. Duplication of application materials is the applicant's responsibility.

Material submitted as a part of your application will not be returned.

For additional information about this position please contact:

Gillian Duffy
970-498-1057

Submit your application package to:

USDA FOREST SERVICE
ARAPAHO/ROOSEVELT NATIONAL FORESTS
HUMAN RESOURCES – (AR-075-03G)
240 WEST PROSPECT RD
FORT COLLINS, CO 80526

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for

communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC, 20250-9410 or call (202) 720-5964 (voice and TDD). USDA Is an equal opportunity provider and employer.

The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person on this announcement for assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

AD-779

EMPLOYEE BIOGRAPHICAL SKETCH

1. NAME: _____ VACANCY NUMBER: _____
ELECTRONIC MAILING ADDRESS: _____
SURFACE MAILING ADDRESS: _____

PHONE NUMBER: _____

2. **EXPERIENCE:** *(List last 15 years, beginning with the most RECENT DATE. Clearly identify any temporary promotions.)*

DATES <i>(From MO/YR)</i>	POSITION TITLE, SPECIALTY SERIES, GRADE/STEP	ORGANIZATION NAME/LOCATION NAME & TELEPHONE NO. OF IMMEDIATE SUPERVISOR
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3. APPLICABLE EDUCATION AND TRAINING: *(Beyond High School)*

DEGREE:

MAJOR/MINOR:

DATE OF GRADUATION:

4. LAST OFFICIAL PERFORMANCE RATING: *(Check Appropriate Level)*

☐ Outstanding ☐ Superior ☐ Fully ☐ Marginal ☐ Unacceptable

OFFICIAL RATING MAY BE REQUESTED PRIOR TO SELECTION

May we contact your supervisor without first notifying you? ☐ YES ☐ NO

Current Supervisor's

Supervisor's Work Phone:

5. LIST, BY DATE, ANY AWARDS, CITATIONS, OR SPECIAL ASSIGNMENTS: